

**St. Timothy School**  
**Room Mother Resource Guide**  
**2008 – 2009**

*St. Timothy's: Learning, Giving, Believing!*

# Room Mother Resource Guide

## 2008 - 2009

Thank you for volunteering to be a Room Mother. Your job is extremely important to our school and your child's classroom. Our teachers, our children and the Parent Teacher Organization (PTO) sincerely appreciate your time and dedication.

Below you will find a list of required room mother responsibilities and duties. We hope that you find the information helpful in your planning. However, if you have any questions, please feel free to contact anyone on the PTO.

### Room Mother Responsibilities and Duties:

- Ensure you are Child Protection certified. Remind the parents in your class that they need to be Child Protection certified to participate in classroom activities and field trips. The school Point of Contact for Child Protection is Mary Beth Style (703 502-7910 or marybethstyle@cox.net.) Fingerprinting of volunteers is no longer a necessary component for certification.
- Assist the teacher in planning class activities, events and field trips and coordinating classroom volunteers.
- Collect money and maintain a class activity account (see additional information below). Finances will be deposited with and accounted for by the school office.
- Collect email addresses for each family in your classroom. Communicate class events, dates, times and point of contact to all families in your class. **Please note: The list must include the email address of your homeroom teacher and Annie Kapfer, akapfer@sainttimothyschool.org**
- Schedule volunteers for all specials (P.E., Art, Computers, and Library) and notify the specials teacher for each. Particular attention should be given to the combined PE class for each grade. It is recommended that one of the parents regularly volunteering for a special be asked to coordinate a schedule for that special to make trading dates simpler. It is preferred that computer lab volunteers rotate by month to provide for familiarity and consistency in the lesson plan.
- Solicit volunteers for key school events as representatives for your class. Such events include the Fall Craft Fair Bake Sale, Santa's Workshop, and the Spring Benefit Auction.
- Solicit volunteers for special classroom events specific to your grade, such as 2<sup>nd</sup> grade President's Day, 4<sup>th</sup> grade Colonial Day, 5<sup>th</sup> grade Cinco de Mayo and 6<sup>th</sup> grade Medieval Day and Seder Meal. Your classroom teacher will advise you of the events and necessary volunteers.

- Create a theme basket for the spring auction/fundraiser from your class. One basket will be donated by each classroom, i.e. KA, KB, KC, etc. The pre-school is asked to create one basket from the entire pre-school. Mrs. Kurtis is the contact for due dates and basket themes.
- Plan and provide one Faculty/Staff Luncheon. We request the following grades to each provide one luncheon: **Kindergarten, 1, 3, 4, 5, 6 and 7**. The office will assign the specific date (see Addendum.) If the assigned date is not feasible, feel free to trade months with another grade level and notify the school office. 2<sup>nd</sup> and 8<sup>th</sup> grades do not provide a luncheon due to the extra responsibilities during sacramental years.

## **Class Webpage**

The school's website includes a class page for each class. Any special events should be included on the website for parent reference. To keep the class page updated, avoid conflicts with other school events and keep the office staff informed, cc the webmaster, Annie Kapfer on all class-wide correspondence ([akapfer@sainttimothyschool.org](mailto:akapfer@sainttimothyschool.org)) as well as the classroom teacher.

## **Collection of Money For Class Activity Account**

Special class activities and events will require donations from parents in your class. In order to simplify the process of requesting financial contributions from the families in your class, the PTO Board recommends the following:

1. Meet with your teacher and discuss the year's activities and events. See Addendum for expenses incurred for Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> Grades in previous years.
2. Determine how much money, if any, you will need for each activity or event. Remember to include such things as: Class Basket (spring fund raiser), Faculty/Staff Luncheon (Grades K, 1, 3, 4, 5, 6 and 7 only) and specific activities planned for the students with your teacher. An Activity Fee to be used for events such as Medieval Day, Colonial Day, etc., was collected with the tuition and fees. No additional fees for these special events need to be collected with Room Mother fees. Talk with your teacher to see if this is the case in your grade. Group gift collections should be handled separately (see next section). It is possible to collect donations of items (cupcakes, plates, food items for luncheon) and not collect any funds from your class at all.
3. If you decide to collect a contribution at this time, draft a letter to be sent home to each family explaining the need for the contribution. A sample letter is attached. Remember to be specific in your letter and indicate where and how the money will be used.

4. Submit your letter to the school office for approval. **No correspondence is permitted to be given, mailed or distributed to any St. Timothy School family without prior approval from the St. Timothy School Principal.**
5. All contributions collected must be made payable to *St. Timothy School*.
6. The money is to be collected and remain at the school for pick-up by the room mother. No child shall courier the money home to his/her parent. Do not put your child in the position of being responsible for even a small sum of money.
7. Please insure that the money comes to you, the room mother, first, for accounting purposes. You can then make arrangements with Mrs. Karen O'Tormey, in the school office, to deposit the funds into your account.
8. Remember that on any given day, numerous envelopes circulate through the school building. You may wish to provide your families with a pre-addressed envelope that is clearly labeled so they can simply enclose the donation and forward it to school.
9. Karen O'Tormey is the point of contact for your class activity account. She will make deposits, maintain the recordkeeping and authorize the reimbursement checks. She will also issue a financial statement to you when there is financial activity in your account.
10. Deposits should be clearly labeled with the room mother's name and the class (e.g. "3A Class Activity Deposit; Joanne Brown – Room Mother"). If there is more than one room mother for your class, please determine which room mother will be the designated Point of Contact for all financial transactions with Mrs. O'Tormey.
11. To be reimbursed from the Class Activity Fee account, please fill out a Class Activity Fee Reimbursement Request form. A copy of this form is attached and is also available in the school office from Karen O'Tormey or online. The form should be submitted to Karen's attention with original receipts and any other supporting documentation. Please make copies for your records before you submit the form and receipts for reimbursement. Please note that reimbursement checks will only be issued to the room mother (or the room mother designated with fiscal responsibility for a class where there is more than one room mother) unless prior arrangements have been made.

**Please note that procedures have been established in accordance with Diocesan policy. If you have questions, we encourage you to talk with the principal or Karen O'Tormey. In addition, it would be wise to advise your teacher that you are in the process of collecting money for your class.**

## **Collection of Gift Money**

Class gifts to the teacher and assistants are a wonderful way to thank them for their dedication and hard work. If you wish to organize a class gift for the teacher, adopted teacher and assistant (for some classes) for Christmas and End-of-School Year, please request donations separately from the Class Activity Fee. You may keep accounting of these funds. Please remember that **donations to class gifts should be voluntary for the parents, as some parents provide gifts on their own or are financially unable to contribute.**

Teacher birthdays should be celebrated with a request to the students to create something unique and thoughtful. Teacher Appreciation Day can be celebrated in a similar manner. Please use your creativity to celebrate these special days.

We have many staff members who teach all of our children regularly but do not have a specific class (such as Library or Science.) We appreciate these wonderful staff members as well. Therefore, we request each class to “adopt” another member of the staff (for adopted staff members by class, please see Addendum) to show appreciation on behalf of all classes. When requesting gifts or gift money for Christmas, End-of-Year and Teacher Appreciation Day, please include your class’ adopted staff member. We know they will appreciate being remembered on these special occasions.

## **Class/Grade Stipend from PTO**

The PTO will not be providing a class stipend for use by the room mothers this year. They will be providing support to the classrooms in various other ways.

## **PTO Contact Information**

Yvonne Pyla  
President  
(703) 703-825-7204  
PTOpresident@sainttimothyschool.org

Maria Litman  
Vice President  
(703) 250-5765  
PTOvicepresident@sainttimothyschool.org

Tara Irons  
Treasurer  
(703) 327-1474  
PTOtreasurer@sainttimothyschool.org

Michele Lodge  
Secretary  
(703) 860-3851  
ptosecretary@sainttimothyschool.org

Evelyn Ingram  
Volunteer Coordinator  
(571) 258-0266  
PTOvolunteercoord@sainttimothyschool.org

## **Sample Letters and Forms**

Following are:

1. Sample Letter to Parents
2. Class Activity Fee – Reimbursement Request 2008 – 2009

## Sample Letter to Parents

Date: \_\_\_\_\_  
To: 5A Parents  
From: \_\_\_\_\_ Room Mother(s)  
RE: 2008-2009 Class Activities

Welcome to school year 2008–2009. Now that the school year is underway and everyone has settled in, I want to take the time to introduce myself and share with you some of the plans for the upcoming year.

I met with Mr./Mrs. \_\_\_\_\_ and discussed the activities and special events for our children. Although Mr./Mrs. \_\_\_\_\_ will organize many of these events, he/she will need many volunteers to successfully complete them. Consequently, we will call on you for assistance. Please make sure your Virtus Certification is completed so you can participate in the activities and special events.

Our children have a full and exciting year to look forward to. There will be a Halloween activity in the classroom, special treats for St. Nicholas Day, Christmas, Valentine’s Day, St. Patrick’s Day, and the End of Year Celebration. If any parent has a special idea or craft that you would like to share with the class during these holidays, please give us a call. There will also be a field trip later in the year and we will provide more details when they become available.

In addition to the holiday activities, Mr./Mrs. \_\_\_\_\_ welcomes any parent into the classroom who would like to share an interest, hobby or expertise; especially when it pertains to current study topics.

To cover the costs of the above activities and supplies, we are asking each family to send in \$20.00 in the attached envelope by Monday, October \_\_\_\_\_. Please make checks payable to “St. Timothy School.”

At Christmas and at the end of the year I will be requesting a donation for a class gift of appreciation for Mr./Mrs. \_\_\_\_\_ and our “adopted” staff member.

I am looking forward to an exciting and blessed year as we watch our children learn and grow. If you have any questions, comments, or suggestions, please do not hesitate to email me. My email address is xxxxxxxxx@xxx.com.

Your Room Mother,  
\_\_\_\_\_

**Class Activity Fee – Reimbursement Request**  
**2008-2009**

**Grade & Class** \_\_\_\_\_ **Teacher's Name** \_\_\_\_\_

**Room Mother Name** \_\_\_\_\_

**Is this a Class Activity?**    \_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**Is this a Grade Activity?**    \_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**Description of Items:**

**Name(s) of Individual(s) to be Reimbursed**

**Amount of Check**

- |    |       |    |       |
|----|-------|----|-------|
| 1. | _____ | \$ | _____ |
| 2. | _____ | \$ | _____ |
| 3. | _____ | \$ | _____ |

**Please return this form, along with your original receipts, to Karen O'Tormey in the Saint Timothy School Office. Please make a copy of this form and all receipts for your records.**

## Addendum

### Faculty/Staff Luncheon Schedule by Grade

4 <sup>th</sup> Grade	-	October 21, 2008
7 <sup>th</sup> Grade	-	November 18, 2008
3 <sup>rd</sup> Grade	-	January 20, 2009
5 <sup>th</sup> Grade	-	February 24, 2009
6 <sup>th</sup> Grade	-	March 24, 2009
Kinderg.	-	April 21, 2009
1 <sup>st</sup> Grade	-	May 19, 2009

### “Adopted” Specials Teachers by Grade

KA–Trish Adams  
KB- Mrs. Banick  
KC–Mrs. Manapsal  
1A- Mrs. Sponaugle  
1B- Mrs. Weiskopf  
2A- Mrs. Hawk  
2B- Mrs. Fairbanks  
3A- Mrs. Watson  
3B- Mrs. Goralski  
4A- Mrs. Nickels-Salinas  
4B- Mrs. Moore  
5A- Mr. Lonesome  
5B- Mrs. Gott  
6A- Mrs. Ostrander  
6B- Mr. Dannemann  
7A- Miss Cargill  
7B- JH Literature teacher (TBD)

8<sup>th</sup> grade – no adopted teachers since they typically provide gifts for the entire faculty as part of their graduation traditions.

## Addendum

### Notes and Possible Additional Expenses for Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> Grades

Below are some notes and expenses to keep in mind when planning your activities and calculating your class activity fee. The amounts reflect data from the previous year.

#### **Kindergarten:**

1. Graduation Reception: Paid by the PTO ( Cakes, Sunny-D, Water)
2. Graduation Gift for kids and flowers for teachers: Taken from Activity Fee

#### **2nd Grade:**

1. Confession Sheep Project- materials = \$45 per class (Taken from Activity Fee)
2. 1st Communion Reception- Paid by the CCD Office
3. 1st Communion Breakfast- (Tablecloths, flower arrangements, food) -\$300 per class (Taken from Activity Fee)
4. 1st Communion Banner Project- materials = \$50 per class ( Taken from Activity fee)
5. 1st Communion flowers for teachers (Taken from Activity Fee)
6. Holy Card Project: Books to hold them = \$60 per class, Holy Cards = \$271 per class

#### **8th Grade:**

1. Confirmation Reception- Paid by the CCD Office
2. Confirmation Breakfast- (Taken from the Activity) Fee
3. Graduation Reception- Paid by the PTO
4. Graduation Dinner for parents/ gifts for teachers/8th grade gift to school- Taken from the Activity Fee
5. No gift for students for graduation